

# INSTRUCTIONS FOR COMPLETING THE PE APPLICATION BY EXAMINATION, REINSTATEMENT OR RECIPROCITY

Applications will not be processed if instructions are not followed.

1. ALL APPLICATIONS MUST BE TYPED! Please include your first, middle and last name.
2. Enclose one recent photograph of yourself taken within the last six months.
3. Ask your (5) references to type or print clearly with a ball-point pen when completing the form. Three must be current licensed professional engineers who are familiar with your work (not relatives and not members of this Board).
4. Complete the experience sheets fully – The Board Members are not familiar with your work, so your experience must be judged and evaluated on the information you furnish. Experience information must be detailed, concise, and complete as possible. Please account for all time after the age of 18 or high school graduation.

NOTE: Experience sheets for Reinstatements should account for all time since DATE OF ORIGINAL ARKANSAS APPLICATION.

5. FEES:  
Make check payable to: Arkansas PE & PLS Fund.  
Application\*:  
Original: \$75.00  
Reciprocal/Comity (for those PE's who are licensed in another state): \$200.00  
Examination\*:  
Professional Engineering Exam (NCEES 8 hr): \$150.00  
Professional Engineering Exam (NCEES 8 hr Structural II Exam): \$500.00  
\*The Application and examination fees must be submitted with your application. All payments shall be non-refundable, unless waived by Board action. After your application has been approved you will need to contact ELSSES to whom you will pay a \$70.00 fee for administration of the examination.

**TEMPORARY PERMIT:** \$150.00 A temporary permit may be issued upon receipt of application and fees together with verification of ABET degree and both the FE and PE Examinations. We do not need to wait for your references. Please submit one check for \$350.00 payable to: Arkansas PE & PLS Fund.

**REINSTATEMENT REGISTRATION:** Call our office for information and fees.

6. Reciprocal applicants using the NCEES Record, we need a total of five (5) references that are less than one (1) year old. If your NCEES record is over one (1) year old, you must submit (four) 4 additional references using the Arkansas Reference Forms.
7. It is the responsibility of the applicant to forward all references and verification forms to the appropriate parties. We need a verification of your FE & PE Exams. Please feel free to call the AR Board if you would like to check the status of your application. Do not call this Board for results of examinations. As soon as you are licensed, your name will appear on our roster at our website.
8. A signed and notarized copy of the Rules of Professional Conduct must be included with your application.
9. Examinations are given in APRIL and OCTOBER:  
Applications to be considered for the APRIL exam must be in the Board's Office complete by JANUARY 1<sup>st</sup>. This includes all five (5) references and verifications.  
Applications to be considered for the OCTOBER Exam must be in the Board's Office complete by JULY 1<sup>st</sup>. This includes all five (5) references and verifications.
10. Please visit our home page at [www.arkansas.gov/pels](http://www.arkansas.gov/pels) or call our office at (501) 682-2824 for our physical street address. If overnighting your application packet, don't forget to provide our telephone number to the delivery company.

**IMPORTANT:** If any information or reference sheets are received in this office after the exam deadline, they will be placed in your file and retained for the next testing date.

## **General Requirements for Registration & Certification**

**May be viewed on**

**our website:** [www.arkansas.gov/pels](http://www.arkansas.gov/pels)

**Under State Laws and Rules**

**Article 8**

### **Engineer Interns in Arkansas:**

Please disregard the Board Verification Form, we verify your Fundamentals of Engineering Exam. The Board verification form is for those who are not Arkansas Engineer Interns.

## **Reciprocal Applicants**

If you have a National Council Record, please request that your record be transmitted to Arkansas. Then disregard these forms:

**Verification of College;** however, you must list them on the application form under COLLEGE EDUCATION.

Verification of FS & PS Exams

Experience Sheets

(You may have no more than four (4) updates)

References

Arkansas requires five (5) references that are less than one year old. Please call NCEES, 864-654-6824, to make sure your references are within the current year. References included in your NCEES Council Record Form which are not current must use Arkansas' Reference Form. Note: you must also list your references on the application form under REFERENCES.

### **Reinstatement Applicants:**

You may disregard the following form:

Verification of College

Experience Sheets must cover the period from original application to date.

### **Original Registration:**

Your BS Degree must be EAC of ABET or equivalent (if you are not sure visit [www.abet.org](http://www.abet.org) or call 410-347-7700).

### **Reciprocal Registration:**

Reciprocal Applicants "must be deemed to have met the requirements for original registration as a professional engineer in Arkansas which were in effect at the time the applicant received their initial registration as a professional engineer." Please call Arkansas Board at 501-682-2824 for details.